



Management Perspective and Budget Process Training

DESCRIPTION:

The Office of Professional Development for the Department of Technology is now offering the “Management Perspective and Budget Process” training course on March 2nd, 8th and 9th, 2016 at the Training and Education Center, in Rancho Cordova. This course will be delivered by budget expert, Diane Just of DLS Enterprises.

The Management Perspective and Budget Process course is a 2 ½ day class designed for IT supervisors, manager and IT professionals who prepare or review any type of resource request or decision making document. The program is designed to improve the participant’s ability to produce high-quality budget requests that present decision makers with the information they need to make well-informed resource allocation decisions.

Topics and activities covered include Executive Decision Making, the State Budget Process, and Reviewing and Critiquing BCPs.

We ask participants to actively assist in the learning process by completing pre-work and homework in preparation for each day of the workshop. Participants also create a learning plan in which they document their learning for each day and develop a plan to apply what they learned to their job environment.

This 2½ day workshop was created specifically for supervisors, managers and IT professionals who must prepare or review any type of resource request or decision making document. The program is designed to improve the participant’s ability to produce high-quality budget requests that present decision makers with the information they need to make well-informed resource allocation decisions.

Participants are introduced to the State budgeting processes, key fiscal terms and concepts and many fiscal information resources available to them. Participants are then introduced to a series of concepts and experiences designed to develop the skills needed to produce quality budget concept papers, decision making documents and budget change proposals.

The program helps participants gain insight into the perspectives and varied issues executives must address when making decisions. In particular we help IT professionals learn to remove unnecessary technical jargon and detailed descriptions from documents and presentations that are designed for executive decision makers. We focus on finding the right level of information for the intended audience.

Although this is a technical subject, very little of the time is spent in a presentation or lecture mode. Our learning model includes individual research, individual and small group work, and simulations. In this class participants will complete pre-work related to the budget of their section or unit, critique and revise budget concept papers, participate in a simulated agency level budget meeting and review and critique BCP’s.

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